

# POSITION DESCRIPTION

1. Agency PDCN 80508E00

70408E00

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input type="checkbox"/> New  <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation: Application of US OPM JFS for Admin and/or Asst Work in HR Mgmt Gp, GS-0200 dtd Dec 2000		<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		<b>4. Empl Office Location</b>		<b>5. Duty Station</b>		<b>6. OPM Cert #</b>		
		<b>7. Fair Labor Standards Act</b> Not Applicable			<b>8. Financial Statements Required</b> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests			<b>9. Subject to IA Action</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
		<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)			<b>11. Position is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		<b>13. Competitive Level</b>	
									<b>14. Agency Use</b> ENLISTED	

**15. Classified/Graded by**☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Human Resources Assistant	GS	203	07	jjk	12 Mar 03

<b>16. Organizational Title</b> (If different from official title)	<b>17. Name of Employee</b> (optional)

<b>18. Dept/Agency/Establishment</b> - National Guard Bureau		<b>c. Third Subdivision</b> -	
<b>a. First Subdivision</b> - State Adjutant General		<b>d. Fourth Subdivision</b> -	
<b>b. Second Subdivision</b> - Human Resources Office		<b>e. Fifth Subdivision</b> -	

<b>19. Employee Review.</b> This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

**20. Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature	Date	Signature	Date

<b>21. Classification/Job Grading Certification:</b> I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.  Typed Name and Title of Official Taking Action JASON KAREGEANNES Human Resource Specalist (Classification) Signature //signed// Date 12 Mar 03		<b>22. Standards Used in Classifying/Grading Position</b> US OPM Job Family Position Classification Standard for the Assistance Work in the Human Resources Management Group, GS-200, dated Dec 2000.  <b>Information For Employees.</b> The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.	
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

**24. Remarks:**

Released from NGB-HRC, CRA 03-1002, dated 12 Mar 03.

Replaces PD #09430/70056, PD #R8580W00, PD #R8973W00, PD N0116 &amp; PD N0202

**25. Description of Major Duties and Responsibilities (SEE ATTACHED)**

25.

DUTIES:

This position is located in the Human Resources Office. The primary purpose of the position is to provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the following human resource specialties. May accomplish work through the use of an automated system.

This position requires military membership. It is designated for National Guard enlisted incumbency only. In accordance with AR Pamphlet 611-21 and AFMAN 36-2108, incumbent performs duties necessary to accomplish human resources functions in support of programs essential to state Army/Air National Guard daily operations, training and readiness missions.

--Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. These duties require a technical understanding and knowledge of numerous human resources guidelines, directives, procedures, policies, and precedent situations, which involve analyzing the interrelationships and impact that various personnel actions, in different functional areas, may have on technician personnel.

--Provides technical assistance in the area of recruitment and placement. Participates in the execution of the merit placement/promotion program. Advises and provides procedural and technical guidance to managers, supervisors, and applicants on recruitment and placement, qualification requirements, merit promotion procedures, transfers, eligibility determinations, methods of recruitment, and initial employment. Reviews and verifies information on requests for vacancies to determine the nature of the staffing action required and to ensure correctness. Prepares and distributes vacancy announcements. Conducts initial interviews and contacts applicants for dual status and non-dual status employment and furnishes information regarding vacancies and mandatory requirements for eligibility in the ARNG/ANG technician program. Analyzes and evaluates individuals' applications to determine basic eligibility. Evaluates relative quality and value of experience, training, education, and performance in relation to requirements of positions for all positions GS-07 and WG-08 and below. Reviews, evaluates and develops specialized qualification requirements, knowledge, skills and abilities statements. Assists the specialist in the recruitment and evaluation of applicants on the basis of need for candidates in special categories (i.e., key staff, handicapped, etc.). Provides advice and assistance in restructuring of positions for fill at lower grades determining selective placement factors, ranking factors, crediting factors, and the degree to which each factor is met. Prepares and maintains records and reports and performs post audits and maintenance of merit promotion files.

--Assists classification specialist by performing job audits and making classification determinations on a variety of clerical, and technical occupations (GS-07 and below) and Wage Grade occupations where standards clearly apply. Develops position descriptions for restructuring purposes, and prepares amendments and statements of differences. Interviews supervisors and employees and researches pertinent regulations to gain information relative to the position. Performs a variety of support work for the specialist, such as compiling and tracking program indicators, maintaining records on surveys and position reviews, maintaining reference materials such as position classification and job grading standards, Technician Personnel Regulations, organization charts, position descriptions, and evaluation statements, and monitoring timely implementation of classification releases. Participates in processing classification appeals by ensuring appropriate information is included. Performs position control to ensure validity of personnel and position action requests, and to determine impact on position classification and position management.

--Provides technical assistance in executing the employee relations program. Provides specific advice and guidance to supervisors, managers and employees on a variety of employee relation's matters, to include resolving minor employee problems. Conducts fact-finding investigations, researches pertinent guidance to assist in problem resolution, and responds to inquiries regarding requirements of proposed actions. Advises on non-controversial issues, such as regulatory and procedural authorities relating to performance and performance-ratings, disciplinary problems, employee dissatisfaction, indebtedness, work habits, unexcused absences, and provides guidance on alternatives and possible solutions. Explains provisions of employee benefits and services programs, to employees and supervisors on matters relating to Workers' Compensation such as determination reassignments and light duty. Coordinates with Department of Labor as necessary.

--Provides assistance to the Human Resources Development Specialist. Assists in planning and developing courses based on the needs of the organization and workforce. Advises employees and supervisors on available training, determining the appropriateness and effect of the proposed training career development or career enhancement. Recommends substitution of training. Identifies opportunities for training through a variety of sources and recommends for local training. Assists in the development of the annual training plan and surveying the organization to assess training needs. Processes a variety of documents to ensure adequate administration of the training program. Reviews and summarizes course critiques, and identifies and recommends action based on comments. Tracks training budget information and projects short range training costs.

--Serves as Executive Secretary for the employee recognition awards program. Reviews justifications for adequacy and conformance to established regulations and policies. Provides guidance on required criteria. Explains options to employees when they are dissatisfied with performance ratings. Prepares correspondence relating to the awards program, and ensures all administrative details are complete. Arranges for awards ceremonies.

--Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position:

FL 1-4

550 points

--Practical knowledge of a wide range of recruitment and placement regulations, policies and procedures including the local merit placement plan, and an understanding of numerous GS and WG occupational qualification requirements to develop vacancy announcements and to analyze and evaluate individuals' basic eligibility for a variety of clerical, and lower graded technical, administrative, wage positions; and/or

--Practical knowledge of position classification rules, regulations, and procedures to provide classification assistance on a variety of clerical, technical, and wage positions, which have standard career patterns, using standards that clearly apply or that are used for cross-series comparison; and/or

--Practical knowledge of employee relations principles and practices and counseling techniques required to perform recurring types of technical work which contribute to morale, motivation or discipline of employees (to include the incentive awards program), and to resolve minor conflicts or problems with employees, supervisors, union officials; and/or

--Practical knowledge of employee development principles to present established course materials such as those covering administrative-related matters, to recommend changes in course curricula, updating course materials; and/or

--Practical knowledge of regulations covering Federal employee benefits.

--Skill in the use of an automated personnel system.

Factor 2 – Supervisory Controls:

FL 2-3

275 points

--The supervisor or the functional specialist provides technical guidance in the primary HR specialty and general guidance defining assignments and priorities. Specific guidance is provided on new or unusual problems. The assistant carries out recurring assignments. Specific technical guidance is available from the appropriate functional specialist. Work is reviewed for adherence to instructions, guidelines, and for timeliness.

Factor 3 – Guidelines:

FL 3-3

275 points

--The assistant uses a variety of laws and regulations relating to a variety of HR specialties, precedent decisions, state and local instructions and policies, including the union contract. Criteria and examples generally apply, but not specifically. The assistant adapts and interprets guides and uses sound judgment in completing actions and in resolving issues.

Factor 4 – Complexity:

FL 4-3

150 points

--The work consists of interpreting and analyzing numerous regulations, policies, and procedures relating to a wide variety of various HR specialties in order to provide advice or counseling to employees and supervisors. Identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters. Incumbent carries out different unrelated HR processes to accomplish HR assignments, by identifying; reviewing factual data; and determining the appropriate action to take from a variety of alternatives.

--Work requires understanding of interrelationships of the human resources specialties, such as distinguishing between human resources policy and union contracts when informally resolving complaints/grievances, the proper employment procedures in relation to experience and or education background to determine basic qualifications for vacant positions.

Factor 5 – Scope and Effect:

FL 5-3

150 points

--Various technical actions are taken and problems are resolved according to applicable HR management policy or practices. The work products or advice and assistance rendered have a direct effect upon employees serviced. Records and statistical data used for reports affect adequacy and accuracy of agency reports.

--Work has direct effect on the quality and adequacy of employee records, program operations and services provided through the HR office. It also affects the social and economic well being of persons serviced through the state HR office.

Factor 6 – Personal Contacts and  
Factor 7 – Purpose of Contacts:

Matrix 2-b

75 points

--Personal contacts are with employees, supervisors, union representatives and administrative staff in the organization served, the general public, and human resources representatives, in moderately structured settings.

--Incumbent regularly has personal contacts, which involve resolving problems, obtaining cooperation of others, or reaching mutual agreements. Considerable tact and diplomacy may be required in dealing with dissatisfied individuals.

Factor 8 – Physical Demands:

FL 8-1

5 points

--The work is performed primarily while sitting. Movement is required to obtain records from files or to visit operating offices.

Factor 9 – Work Environment:

FL 9-1

5 points

--The assistant works in a comfortable office setting with proper lighting, heating, and ventilation. Occasional travel to work sites, training, etc., may be required.

## **EVALUATION STATEMENT**

A. Title, Series, and Grade: Human Resources Assistant, GS-0203-07.

B. Reference: US OPM Job Family Position Classification Standard for the Assistance Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

C. Background Information: This position is located in the Human Resources Office. This position is designed to provide limited technical assistance in two or more HR specialties of HR administration. This position description has been updated due to the release of the OPM job family standard (JFS) for the assistance work in the GS-0200.

D. Series, Title, and Grade Determination:

1. Series: The Human Resources Assistance, GS-0203, series covers positions in one-grade interval administrative support positions that supervise, lead, or perform human resources (HR) assistance work requiring substantial knowledge of civilian and/or military HR terminology requirements procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions. This work involves performance of support work in two or more HR specialties (i.e. classification, recruitment and placement, employee services, etc.), therefore, meets this definition.

2. Title: The basic title "Human Resources Assistant", without a parenthetical specialty title, is used as the official position title for those positions that include two or more specialized HR functions when none predominates.

3. Grade: See the attached Factor Evaluation System, Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Human Resources Assistant, GS-203-07

Classifier: Jason Karegeannes, NGB-HR Classification Activity

Date: 12 Mar 03

**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION STATEMENT**

<b>FACTOR</b>	<b>LEVEL</b>	<b>POINTS</b>	<b>REMARKS</b>
1. KNOWLEDGE REQUIRED	1-4	550	<p>Incumbents at this level are required to apply an extensive body of knowledge for NGB HR rules, procedures and/or operations involving a wide variety of interrelated an/or non-standard HR support work; planning, coordinating, developing and/or resolving support problems in one or more HR specialist areas, such as staffing, classification etc.; more complex documents containing tables and graphs and the use of HR resources to obtain information accessible over the Internet. This factor fully meets the requirements of Level 1-4 as described in the standard.</p> <p>In order to exceed Level 1-4, knowledge required, the incumbent must not only have a knowledge of, and skill in applying a comprehensive body of HR rules, but must be able to carry out limited projects; analysis a variety of routine facts; research minor complaints or problems that are not readily understood; summarize HR facts and issues.</p>
2. SUPERVISORY CONTROLS	2-3	275	<p>Supervisor outlines assignments and requirements that need to be completed by defining objectives, priorities, and deadlines. The employee at this level independently, resolves problems, carries out successive steps of assignments; makes adjustments using established practices and procedures; recommends alternative actions to the supervisor; knows how to handles problems that arise in accordance with instructions etc. Refers new or controversial issues to the supervisor for direction. Supervisor reviews such as job vacancy announcements; ranking factors; position descriptions; job evaluation statements; recommendations for disciplinary action; and draft policies statements etc. for technical soundness, appropriateness, and conformity to policies and requirements. Level 2-3 is the highest factor level for this standard</p>
			Employee uses guidelines, which may not



FACTOR	LEVEL	POINTS	REMARKS
3. GUIDELINES	3-3	275	<p>be completely applicable to work requirements or circumstances or may have gaps in specificity. Judgment at this level requires the employee to select the most appropriate guideline and decide the best way to complete various NGB HR transactions, such as; devising more effective methods for procedural processing; gathering and organizing information for inquires; resolving problems referred by others, etc. Level 3-3 is credited.</p> <p>This is the highest level for this factor.</p>
4. COMPLEXITY	4-3	150	<p>Incumbent at this level carries out different unrelated HR processes to accomplish HR assignments, by identifying; reviewing factual data; and determining the appropriate action to take from a variety of alternatives. This factor fully meets the requirements of Level 4-3 as described in the standard. This is the highest factor level for complexity without exceeding the standard.</p> <p>Factor 4-2 is not appropriate since it would indicate that work would consist of related steps, processes and standard explanations of methods or programs as they relate to HR functions. This factor is clearly inappropriate</p>
5. SCOPE AND EFFECT	5-3	150	<p>Factor 5-3 is involves a variety of routine problems, questions, or situations within the state HR office, such as rating employees, in specific lower-grade jobs, for promotion on the basis of their relative abilities; ranking employees into categories; applying appropriate standards in determining the titles, grades, and series codes of lower-grade positions; counseling employees on a variety of minor disciplinary problems and/or actions. In this position, various technical actions are taken and problems are resolved according to applicable HR management policy or practices. The work products or advice and assistance rendered have a direct effect upon employees serviced. Records and statistical data used for reports affect adequacy and accuracy of agency reports</p>

FACTOR	LEVEL	POINTS	REMARKS
			Work also has direct effect on the quality and adequacy of employee records, program operations and services provided through the HR office. It also affects the social and economic well being of persons serviced through the state HR office.
6. PERSONAL CONTACTS & 7. PURPOSE OF CONTACTS	2B	75	Level 2 of personal contacts requires the interaction with employees and managers, both inside and outside the immediate office. Examples of this are: headquarters; regions; districts; field offices; etc. Level b is met in that the purpose of contacts is for planning, coordinating, or advising on work efforts and working toward mutual goals.
8. PHYSICAL DEMANDS	8-1	5	Work is primarily sedentary. There may be periods of standing at times and employee will frequently carry light items such as employee files, pamphlets, etc.
9. WORK ENVIRONMENT	9-1	5	Work area is adequately lighted, heated, and ventilated as typical found in an office environment.
<b>TOTAL POINTS ASSIGNED: 1485</b>			<b>GRADE: GS-07</b>

**FINAL CLASSIFICATION: Human Resources Assistant, GS-0203-07**

Classifier: Jason Karegeannes, NGB-HR, Classification Activity

Date: 12 Mar 03